

**STAFF SERVICES MANAGER I (RPA 07-110-014)**

**LOCATION:** NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD, 5550 Skylane Boulevard, Santa Rosa, CA 95403

The North Coast Regional Water Quality Control Board has an opening for a full time permanent Staff Services Manager I in the Administrative Unit.

**DUTIES:** The incumbent will plan, organize and direct all administrative functions of the Region including the clerical support and administrative unit. Provides guidance on complex and sensitive personnel matters, budget reallocations and Board meeting processes. Oversees the \$7 million budget for the Regional office. Directs staff in developing and administering service contracts. Directs staff in preparation of purchasing documents and ensures compliance with the State Administrative Manual and Department guidelines.

**WHO MAY APPLY:** Applications will be accepted from persons with eligibility for appointment to the Staff Services Manager classification, or transfer or reinstatement eligibility for the Staff Services Manager I classification.

**DESIRABLE QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. Candidates must have a good driving record and a valid California driver's license.

Permanent, full time. Final filing date: August 31, 2007. Submit a standard State of California application and resume to the attention of David Evans at the above address. All applications will be screened and only the most qualified applicants will be interviewed. For additional information about the position, you may contact David Evans at (707) 576-2703.